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Sent: Wednesday, October 19, 2011 4:48 PM

Cc: RCO DL GSRO; RCO DL Sal Projects; RCO DL Rec Projects; RCO DL Conservation; RCO DL Fiscal; Langen, Rachael (RCO); Cottingham, Kaleen (RCO)

Subject: Important update, RCO changing sponsor fiscal monitoring

Beginning November 1, 2011 RCO is changing requirements for backup documentation that must accompany reimbursement requests.

Thanks are due to all project sponsors during the first two years that RCO has required expanded documentation for reimbursements. All of the extra effort, especially for Category 2 and 3 sponsors is appreciated. Based on our experience, we are changing when you provide expanded documentation with your reimbursement requests.

Beginning November 1, 2011 project sponsors will be required to submit expanded back up documentation **only when specifically requested**. You must still maintain all documentation at the sponsor's offices per the standard terms and conditions of each RCO grant agreement.

All RCO sponsors will have expanded billing documentation reviewed at least once per year. RCO will notify sponsors, via email, when expanded back up documentation is required. This email will be sent to the fiscal and primary contacts listed in the PRISM database and will identify the project and month for which back up is required (it will be for a past time period). You will only be required to provide the expanded documentation for the month specifically requested.

For example, on May 1 you are asked to provide all documentation for your reimbursement request for all expenses in April. Whenever you submit reimbursement requests for expenses in April, expanded documentation that verifies your request must be provided.

Next Steps:

* Effective immediately, Category 2 and 3 sponsors should discontinue providing expanded back up when you submit reimbursement requests.

*Review and update your billing contact information in PRISM. It is important that RCO has accurate information for all billing contacts. If you need help updating your information, please contact Patty Dickason at patty.dickason@rco.wa.gov

* Click here for helpful tools if you aren't sure what to provide for back-up documentation: Payroll costs, invoice copies, donations and volunteers

* Click here for Frequently Asked Questions, reference documents and examples.

http://www.rco.wa.gov/doc_pages/reimbursement.shtml

RCO will continue to conduct random fiscal site inspections to review billing documents and other fiscal processes. If your organization is selected, we will notify your fiscal contact and the primary project contact.

If there are any questions about this change, RCO risk management approach, or RCO's fiscal monitoring, please contact Mark Jarasitis, by replying to this email or at (360) 902-3006.

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